A Guide for New Education Degree Students

Child Safety Screening Checks and Securing a Placement

Tonight’s Collaborate Session will begin at 7pm AEST.

While you’re waiting please make sure your audio is working... run the ‘audio setup wizard’ located under the tools setting.
What will be covered in this session?

**Beginning the unit**
- Child Safety Screening Checks
- Education courses: Swinburne University vs. other universities
- Practicums units: Where do I start?
- Locating resources.

**Finding a Placement**
- How do I find a placement?
- How do I approach an education setting?
- Success I got a placement!
- Frequently asked questions.

**Preparing for Placement**
- What does a school day look like?
- Conversing with my Mentor
- Expectations of the University and the Mentor.
Key terms used in your course and this session

- PST = Pre-Service Teacher (That’s you!)
- PSTC = Pre-Service Teacher Coordinator
- MT = Mentor Teacher
- ES = Education Setting
- SOL = Swinburne Online
- PPE = Professional Placement Experience (the part of the practicum unit when you go out into an ES)
- CSSC = Child Safety Screening Check
- TP = Teaching Period
What sets Swinburne Online’s Placement Program apart from other Universities?

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<th>SOL</th>
<th>Typical University</th>
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<td>• PSTs approach ES, promoting themselves and their strengths.</td>
<td>• University Placement Officers call around to ES (often many), and book in PST.</td>
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<td>• PSTs communicate with Principals, Directors and their MT prior to PPE in order to gather an understanding of the culture of the ES and the cohort of students they will be working with.</td>
<td>• PST turn up on the first day of PPE sometimes with no previous contact with the education setting or MT.</td>
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<td>• MT are aware they will be receiving a PST and will have met, and planned with the PST prior to PPE.</td>
<td>• MT are sometimes not made aware they are having a PST until the week or day before PPE commences.</td>
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<td>• PST is responsible, with the MT, in the submitting of assessment forms. The PST is responsible to be aware of the process of securing and completing a PPE.</td>
<td>• PSTs take no part in collecting or submitting of forms and assessments and thus do not have an overview of the PPE process.</td>
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What is the most important thing I need to begin my Education degree?

A Child Safety Screening Check!
Child Safety Screening Checks

- **WHAT** A CSSC is a check which the governing body in each State and Territory has deemed a requirement for all PST.

- **WHY** You have to have this check as it is evidence to the ES that you currently do not have any criminal charges related to children.

- **HOW** Each State and Territory has a different type of check. You need to check on our website to see what CSSC you require: [http://swinburneonline.edu.au/child-safety-screening](http://swinburneonline.edu.au/child-safety-screening)

If you already have the relevant check for you State or Territory you need to ensure that you have linked Swinburne University as an organisation on your check. This information can be found via the link above.

Practicum Units: Where do I start?

Depending on your degree you will be required to complete 3-5 practicum units.

Practicum units run for 12 weeks and your placement will be done in week 7 – 10.

With exception:
Bachelor of Education (Early Childhood) students completing EDU 30003 will complete weeks 1-6 as theory and then weeks 7-8 PPE, weeks 9-12 theory.

To pass the unit you must pass both the theory and practical component.

If are eligible and are planning to complete the Flexible Model Trial in 2015 please go to http://www.swinburneonline.edu.au/flexible-placement-calendar for further information.
Please read these pages of our website before enrolling in the practicum unit and securing a placement.

Placement resources on the Swinburne Online website:

http://www.swinburneonline.edu.au/education-placements-0
Swinburne Online

Education Community: Practicums and our Profession
Introduction to the Education Community Site

Dear Education Students,

Welcome to your very own community site.

This site is very much dedicated to you and will focus on these key main areas:
- Announcements & Updates for Education Courses & Practicum Units
- Professional Placement Information, documentation, forms and timelines
- Discussion Board - where you are able to share experiences, successes and chat with your fellow students

Throughout the duration of your course at some point you will all be completing a series of Practicum Units. The way that these units are designed is a little different to your other units. Practicum units run for 12 weeks and can bring a teacher under the guidance of an experienced educator.

All Education students are responsible for arranging and managing their own placement. Swinburne Online will provide guidance and support via the Professional Placement Team.

Our Swinburne Online website also has relevant information for your Education Placements but all your course specific Practicum information will be sourced within this community site.

To provide you with relevant information, please progress to Education Placements and then to your specific course.

Kind regards
Your Education and Professional Placements Team
Student Portal:
Education student orientation and Education School Placements group on Connect
Am I ready to enrol in a Practicum Unit and find a Placement Setting?

Well let’s check:

• You have a cleared Child Safety Screening Check.

• You have read all resources provided to you online.

• You know which unit you are going to enrol in and have completed the required prerequisites (if any).

• You know which age group you need to complete your placement with.

• You know if you are eligible for the flexible model or not.
Opting in to a Practicum Unit:

In order to be fully enrolled into a practicum unit you need to have a completed Child Safety Screening Check and have submitted an Acceptance of Placement form. If you are **fully enrolled**, your practicum units will appear in your Course Details in the Student Portal.
Help! How do I find a placement?

Prior to contacting an ES ensure you consider:

**Location**
- Mapping out how far you are willing to travel for a PPE. It is expected that you are willing to travel up to an hour from your home. Many teachers travel this far each day for their career.
- Making a list of ES you know of or have heard about from friends. This may help you network and find a place.

**Resources found on Education Community: Practicums and our Profession (Blackboard)**
- Completed the Introduction Pack (optional).
- Printed out the PST and MT information sheet.
- Printed out the Letter of Introduction which is attached to your pre-planning email.
- Printed out the checklist to support you with preparing to organise a placement.
- Read the Student Declaration.
- Read over the Acceptance of Placement FAQ so you will be ready to submit your web form when you find a placement.

Start arranging any placements for TP2 and TP 3 2015 now!! If you are still looking for a placement for TP1 the Acceptance of Placement web form needs to be submitted by the 9/3/15.

All these documents can be accessed on Blackboard in the Education Community: Practicums and our Profession.
Please read the Student Declaration:

The Student Declaration can be found on our Blackboard community site, Education Community: Practicums and Our Profession under the ‘Education Placements’ tab.

Covers the following issues:
• Conflict of interest (e.g. you can not do your placement at your child’s school).
• Confidentiality
• Attendance requirements
• Professional Experience missed days policy
• Professional codes
• OHS responsibilities
• Insurance coverage during practicum

If you are found to be in breach of the Student Declaration your placement may not be approved or you may need to find another setting.
How do I approach an education setting?

Before contacting an ES go onto their website and research them.

For example: What are their philosophies on pedagogy?
   What special programs do they run?
   What are their values?

Simple pieces of information like this will help you when speaking to the ES.

Write a short script about what you are going to say. Use the information you have researched on their website to help you with conversation starters such as:

“I would like to complete a placement at your school as I have an interest in further understanding how to teach Literacy development to young students, and I have noted on your website that you incorporate the classroom libraries program into your Literacy curriculum”.

Successful approach:
Call or walk into an ES and ask if you can make a ten minute appointment with the Principal/Director and/or PSTC. Once you have this appointment, walk in with or email prior (if school has requested it) your placement resources.
The meeting:
What could I do to impress the Director/Principal?

Be prepared!
Lead the talking!
When you are in the meeting, be confident. YOU are the one they want!

Reference: ANZUK interview tips

After some more tips?
Visit Education Community: Practicums and our Profession on Blackboard and read how Jade Brunswick, one of our current students, has been successful in organising her placements.
You could also put your questions up in the Connect Education School Placements group for advice and feedback from your peers and the Placements Team.

Did you secure a placement?
Congratulations! Head over to the Blackboard community site, Education Community: Practicums and our Profession and complete the Acceptance of Placement web form (under your course title). This needs to be completed by 9/3/15 for TP1 and 29/6/15 for TP2 placements.
Answers to Frequently Asked Placement Questions

We have a Frequently Asked Questions page on our Blackboard community site, Education Community: Practicums and Our Profession.

• You have to do the placements in order as they are prerequisites for each other.

• To see placement dates please look at the placement calendars under your course name on our Blackboard community site, Education Community: Practicums and Our Profession.

• In TP1 your Acceptance of Placement web form needs to be submitted NO LATER than Monday of week 1 of the teaching period or you will be withdrawn (so you do not incur any financial penalties). The due date for TP2 forms is the Monday before the commencement of TP2, a week earlier than the TP1 dues date.

• You may complete your placements in a mix of settings such as completing one placement in an independent school, one in a Steiner school and so on. Please try to have a placement in a Government mainstream school.

• Lower Primary is Prep/Foundation/Reception to Grade Two. Upper Primary is Grades 3–6.

• Mentor teachers and Pre-service Teacher Coordinators are paid by the university for taking you on for a placement. Information on payment rates can be found on the AEU website.

• You may complete a placement in some special schools. Please email the placements team information on the school and we can let you know if it is an acceptable setting.

• The Grad. Dip. (Primary) and Masters (Primary) are to be completed in a full time block for accreditation purposes.

• You may complete a placement overseas. Please contact the Placements Team for more advice.
Swinburne Online and your placement setting expect you to be professional and respectful whilst out on placement. Your Mentor’s perception of you is very important when it comes to your Final Assessment Report.

**Be punctual!**
Before the first day of placement ask your Mentor what time they would like you to arrive each day. Teachers do a lot of classroom organisation before 9:00am. You will also be expected to attend all after school staff meetings unless your Mentor sends you home.

**Keep your mobile turned off and in your bag!**
Please do not bring your mobile out while you are in the classroom. You can check your phone when you are on lunch.

**Dress appropriately!**
High heels, open toed shoes, low cut tops and low riding pants and not appropriate, especially for the Early Years. You are going to be sitting on the floor a lot. We also suggest not wearing white as dirty hands and textas can stain.
We you meet with your Mentor for the first time take note of what they are wearing and try and match their level of formality.

**Get involved!**
Do not sit at the back of the classroom. This makes you look like you are disengaged. Sit near the children.
During classroom activities do not wait for instruction, jump up and start helping children with their writing and reading.

**Do your homework!**
If your Mentor has asked you to create a lesson plan for a lesson the next day, you must go home that night and write it. Ensure that the Mentor has seen the lesson plan before you teach the lesson. Mentor’s like to hold the lesson plan when they are observing you so they can add notes a feedback. This means you need to print out a copy of the plan for you to refer to during the lesson, and one for your Mentor to refer to.
Depending on your Mentor they may expect lesson plans to be completed a week in advance. This is not them being pedantic, they just want to make sure that they have time to read through the plan and give you appropriate feedback and suggestions before you complete the lesson in front of the classroom.
Planning and feedback discussions with your Mentor:

Ensure that you ask for feedback on your lesson delivery and interaction with students. The best time to do this is during recess and lunch rather than during class time.

Ensure that you use your Mentor’s APT (Allocated Planning Time) effectively by planning for future lessons and locating resources if your Mentor is busy.

Video One: A feedback and planning discussion between Mentor and Pre-service Teacher
Video Two: A Mentor’s point of view on planning for meetings with Pre-service Teachers

You can view these videos at www.aitsl.edu.au/initial-teacher-education/supervising-preservice-teachers
## Where do I go for assistance?

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<th>Who to contact</th>
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<td>I want to submit my CSSC information (other than Victorian students)</td>
<td>Load the relevant documents online by clicking on your State or Territory here: <a href="http://swinburneonline.edu.au/child-safety-screening">http://swinburneonline.edu.au/child-safety-screening</a></td>
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<td>I want to submit my Acceptance of Placement form</td>
<td>Acceptance of Placement web forms are submitted via your course title page in the Blackboard community site, Education Community: Practicums and our Profession.</td>
</tr>
<tr>
<td>I want to talk to someone about my unit enrolments</td>
<td>Contact and leave a query for an SLO here: <a href="http://swinburneonline.edu.au/help">http://swinburneonline.edu.au/help</a> Or call 1300 937 765</td>
</tr>
<tr>
<td>I want to talk to someone about completing my placement</td>
<td>Please email your query to <a href="mailto:placements@swinburneonline.com">placements@swinburneonline.com</a> Or call the SLO team on 1300 937 765</td>
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<tr>
<td>I have a general query about the practicum units</td>
<td>Contact and leave a query for an SLO here: <a href="http://swinburneonline.edu.au/help">http://swinburneonline.edu.au/help</a> Or call 1300 937 765</td>
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This recording and presentation will be available on the Student Toolbox, Student Collaborate Links on the Swinburne Online website under Current Students. Feedback and questions from this session can be left on our discussion thread in Discussions also within Education Community: Practicums and Our Profession on Blackboard.
Your Support Team

Student Liaison Officers

Student Liaison Officers are available to answer your questions at the following times:

Monday – Friday: 9am - 9pm
Saturday – Sunday: 10am - 6pm

Telephone: 1300 937 765
International +61 3 8306 0828

Email: help@swinburneonline.com


Join Connect in the Student Portal

It’s your place to collaborate with other students not only in your course, but across the whole of Swinburne Online. You can discuss your course and even network for your future.
We’re done!

Thanks for your attendance.